

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

SCHOOL DISTRICT CONSULTANT

JOB DESCRIPTION

Employees in this job complete and oversee a variety of professional assignments to assist local boards of education and school administrators in their management activities.

There are three classifications in this job.

Position Code Title – School District Consultant E

School District Consultant 12

This is the intermediate level. The employee performs an expanding range of professional school district consultant assignments in a developing capacity.

School District Consultant P13

This is the experienced level. The employee performs a full range of professional school district consultant assignments in a full functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title – School District Consultant -A

School District Consultant 14

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments, which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level in the series.

NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

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Advises school boards and administrators in the areas of drug abuse, school desegregation, school organization and planning, driver education, and nutrition education programs, and non-public school issues.

Assesses the needs of the school district and makes recommendations as to the most adequate and economical means of meeting the needs.

Interprets to school administrators the application of legislation relating to the assigned program.

Determines compliance with the laws, regulations, and rules relating to the assigned program as needed.

Attends conferences and meetings and serves on various committees.

Plans and/or conducts continuing education workshops or classes to further program goals and provide staff development opportunities to local school districts.

Maintains records and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

Additional Job Duties

School District Consultant 14 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

School District Consultant 14 (Senior Worker)

Performs on a regular basis professional school district consultant assignments, which are recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the principles of school management.

Knowledge of the problems associated with managing a school district.

Knowledge of the laws and regulations related to the assigned program.

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Knowledge of the relationship between school administrators and the community.

Ability to assess the needs of a school district and make recommendations accordingly.

Ability to provide leadership in the field of management to boards of education and school administrators.

Ability to interpret legislation, and to determine compliance with the laws, regulations, and rules relating to the assigned program.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, And Abilities

School District Consultant 14 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

School District Consultant 14 (Senior Worker)

Performs on a regular basis professional school district consultant assignments, which have been recognized by Civil Service as more complex than those assigned at the experienced level.

Working Conditions

Some employees may be required to travel.

Physical Requirements

None.

Education

Possession of a master's degree in education or a field related to education program administration (non-academic).

Experience

School District Consultant 12

One year of post master's professional experience in school program management in a consultative capacity equivalent to a School District Consultant in state service or administrative experience in school program management.

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School District Consultant P13

Two years of post master's professional experience in school program management in a consultative capacity equivalent to a School District Consultant in state service or administrative experience in school program management, including one year equivalent to an intermediate level School District Consultant.

School District Consultant 14

Three years of post master's professional experience in school program management in a consultative capacity equivalent to a School District Consultant in state service or administrative experience in school program management including one year equivalent to a School District Consultant P 13.

Alternative Education and Experience

School District Consultant 12 and P13

Possession of a doctorate degree in education or a field related to education program administration (non-academic) may be substituted for one year of the required experience.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

SCHDSTCST

Job Code Description

School District Consultant

Position Title

School District Consultant-E

School District Consultant-A

School District Consultant-A

Position Code

SCHDCSTE

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Pay Schedule

W22-045

W22-050

NERE-152